

East Haddon Pre School Risk Assessment Form

Activity/Process/Operation	What are the Hazards to Health & Safety	What risks do they pose & to whom?	Risk H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved. H/M/L	What further action is needed to reduce the risk.
Entering the building	Chairs toppling over	Chairs falling over and injuring either children or adults	M	Chairs need to be removed by the Village Hall to correct storage area		Request from Village hall
Using the front door	Children and adults trapping fingers	Injury	L	A member of staff controls the opening and closing of the door at home time.	Low / Negligible	None
Cleaning	Use and storage of detergents	Consumption by children, poisoning	H	A lock needs to be placed on the cupboard where detergents are stored		Request Village hall if we can put a lock on the cupboard
			M	Short term solution, place all detergents out of children's reach at all times and store on top of kitchen cupboards		
Accessing meeting room to put equipment away	Furniture toppling over, back strain	Injury to adults	L	Staff have been given advice on manual handling	L	
	Furniture toppling over	Injury to children	L	Children are not allowed access to the rooms. Both doors are too heavy for a child to open	L	
Equipment storage in the back store room	Lifting Heavy equipment	Injury to adults	M	Staff have been given advice on manual handling	M	
				Better storage facilities		
Inside play area and equipment	Children being injured by hazards/on the equipment	Injury to children	M	A daily inspection of the equipment is carried out by an adult before the children are allowed on any equipment	L	
Outside play area and equipment	Uneven floor, wet debris such as leaves on floor	Injury to children	M	A daily inspection of the outside area is carried out by an adult before the children are allowed on any equipment	L	
	Using the equipment	Children being injured by hazards/on the equipment	M	A daily inspection of the equipment is carried out by an adult before the children are allowed on any equipment	L	
Storing Medication	Children being injured	Consumption by children, poisoning	H	First aid is kept out of reach and behind a door where the handle is too high for children to reach. The door is always kept shut when children are around.	M	ensure all staff are familiar with the current policies and procedures
				Child specific medication eg epipens are kept in a locked cupboard and only administered by authorised staff.		Refer to current policy
Managing children with allergies	Correct action not taken	onset of allergic reactions	M	If necessary staff are trained in the use of an epipen or relevant medication. An allergy list is kept on the snack cupboard door for constant reminder	L	Refer to current policy
Use of Electrical equipment	Electric Shocks	Adults affected	M	All equipment is PAT tested by an authorised company, arranged by the Village Hall	L	
Use of plug sockets	Electric Shocks	Children inserting objects into sockets	M	All Sockets are low level and have children's safety covers to block them	L	
Preparation of food	food poisoning	Children and adults affected	M	All staff hold current food preparation certificates and only these people are able to prepare snacks.	L	Refer to current policy
				A thermometer is placed in the fridge and checked / recorded daily to ensure food is kept at the correct temperature.		Refer to current policy
Children leaving the building unaccompanied / not with an authorised parent / carer	missing child	children and adults	M	A member of staff is present at both the exit door to the main hall and also the main entrance door. No children are able to leave the main hall without the parent acknowledging the presence of their child.	L	Refer to current Safeguarding policy
			L	A child being collected by someone other than a parent is written in a collection book and must use a password to collect the child.	L	Refer to current Safeguarding policy